

11 April 1961

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MEMORANDUM FOR :

SUBJECT : Report of Cable Secretariat Operations
from 1 - 31 March 1961

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 18,864 IN cables, 7,436 OUT cables, 1,305 TD's and 982 miscellaneous items for a total of 28,587 work items during March 1961. This represents an increase of 8,787 items or 44% more than the 1960 monthly average of 19,800.

b. Cables increased 8,520 or 48% over the 1960 monthly average of 17,780 cables. The March total is 6,098 or 30% more cables than February 1961 and 8,422 or 47% more cables than March 1960.

c. TD's increased 140 or 12% over the 1960 monthly average of 1,165 TD's.

d. We processed an average of 1,068 cables Monday through Friday, 696 on Saturday and 312 on Sunday.

e. 1,975 cables or 7.5% of all cables processed were furnished to the Director as compared to 1,444 or 7% for February 1961.

f. Non-CIA cables totaled 16,000, an increase of 3,000 cables or 18% higher than the 13,000 monthly average for 1960.

2. Personnel

a. We are operating 6 persons short of our assigned strength of two of which are on military duty and should be back sometime in May. The Office of Personnel is aware of our shortages and they are working toward bringing us up to full strength by late April or early May. I hope this will ease some of the pressure on the staff.

b. In absorbing a 48% increase in CIA traffic and an 18% increase in non-CIA traffic, I believe we have already exceeded the saturation point and have exceeded the anticipated capacity to produce higher volume with the same number of people by use of the Haloid 914 machine. Therefore, if the present volume of cable traffic continues, I may have no choice except to

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request additional people. Since a good number of our personnel are already on a 6 day work week, I am reluctant to stretch their work week much further. As it is, I have had to use some additional overtime. During August 1960 when we reached a new high, 21,500 cables, we used 77 additional hours of overtime; during March 1961 when we reached a new high of 28,500 cables we used 88 additional hours of overtime. Since the entire Agency is waiting for our product, I see no alternative to doing what we have done. If we exceed our overtime budget, it will simply have to be exceeded. I can't keep up otherwise.

c. I am, needless to say, once again proud of my staff. I believe they were able to accomplish the tremendous amount of work only by all out effort and devotion to duty.

d. Just by way of illustrating the enormous processing involved, the 28,500 figure means we assembled and slotted an average of 15.5 copies of CIA cables every minute around the clock for every day of March.

3. Monthly Activity Report of Non-CIA Cable Dissemination Branch

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a. [] called for Gen. Cabell on March 22, and requested that

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[] discuss with INR possible arrangements for the delivery of all "Roger Channel" cables and despatches to the Non-CIA Cable Branch in order that this traffic be centrally recorded, distributed, and controlled. The matter of delivery of these items to a central point in CIA was raised when a "Roger Channel" cable was delivered directly to Gen. Cabell's office.

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[] called on Mr. Shepard C. Lowman, Staff Assistant, Office of the Director of Intelligence and Research (INR), Department of State, on March 22 to discuss the distribution and delivery of "Roger Channel" cables and despatches to CIA. Arrangements were made to send "Roger Channel" cables and despatches to the Non-CIA Cable Branch. There are however, certain exceptions when it will not be possible to adhere to these arrangements. In these cases, Mr. Lowman will furnish the Non-CIA Cable Branch with the cable citation as well as the CIA recipient in order that the Non-CIA Cable Branch have a record of the cable.

b. Arrangements were made to transfer the Department of State Despatch WEEKAS and Bi-Weekly Economic Reviews to the Document Division, Office of Central Reference. Effective 1 April, the Non-CIA Cable Branch will handle only the electrically transmitted WEEKAS.

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c. [] of WH recently called me to express his personal appreciation and that of WH as a whole in the improved handling of non-CIA cables. It is []'s belief that since combining the functions of the OCR and FI/RI elements, the delivery of non-CIA cables to WH has been reduced by six hours.

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4. General

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Mr. Kirkpatrick and [] of the Inspector General's office paid us a visit during the month. This was the first opportunity we have had to show Mr. Kirkpatrick just how the Cable Secretariat operates. They seemed pleased and satisfied with their visit.

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Cable Secretary